



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

June 7, 2022

DEBORAH BERRYERE, TREASURER  
VERMONT DEMOCRATIC PARTY  
PO BOX 1220  
MONTPELIER, VT 05601

**Response Due Date**  
**07/12/2022**

IDENTIFICATION NUMBER: C00024679

REFERENCE: YEAR-END REPORT (12/01/2021 - 12/31/2021)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

- Your November Monthly (10/1/21 - 10/31/21), December Monthly (11/1/21 - 11/30/21), and Year-End (12/1/21 - 12/31/21) Reports combined, discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Each state, district or local party committee utilizing separate federal and non federal accounts is required to allocate any administrative expenses (excluding salary) between the accounts according to a fixed percentage selected on Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X filed at the beginning of each calendar year. Payments for salary and wages for employees who spend more than 25% of their compensated time on Federal election activities or on activities in connection with a Federal election must be made from a federal account and disclosed on a Schedule B supporting Line 30(b) of the Detailed Summary Page. (11 CFR §106.7)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in kind contribution from that person, and would be subject to the disclosure requirements of 52 U.S.C. §30104 and 11 CFR §104.13, and the limitations and prohibitions of 52 U.S.C. §§30116 and 30118. Payments to a consulting, law or accounting firm will be considered acceptable for salary.

Clarification regarding administrative expenses should be provided during each